



## **HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD**

*presents*

### **62th ANNUAL EXCELLENCE IN FEDERAL GOVERNMENT AWARDS**

27 April 2018

EXPO 11:00 am – 1:30 pm w/light refreshments

Awards Ceremony 1:30 – 3:30 pm

HICKAM OFFICERS CLUB,

JOINT BASE PEARL HARBOR HICKAM

### **GUIDELINES FOR FEDERAL AWARDEES IN SEVEN CATEGORIES**

#### **1. On Friday, 27 April 2018, report to:**

- a. Hickam Officers Club, JBPHH no later than **1:00 p.m.**
- b. Register at the AWARDEE Check-In table.
- c. If you are accepting an award on someone's behalf, you need to check-in at the "AWARDEE Check-In table"
- d. For Team Excellence Award, the person designated to represent the Team needs to "check in."
- e. Representing your agency for more than one category, please advise the FEB Representative checking you in.
- f. Ensure you receive your assigned "lanyard badge"

\*\*\*\*\*FEB Will provide stand-ins to accept award as needed to keep the flow of the ceremony\*\*\*\*\*

- g. Take your seat on the lanai by **1:20 p.m.** The program will begin promptly at **1:30 p.m.**

2. Awardees are responsible for sponsoring their own guests onto Joint Base Pearl Harbor Hickam. Please allow adequate time to acquire a base pass if needed. If you need assistance contact your agency or call JBPHH ID and Pass Office.

#### **3. The AWARD CATEGORIES will be introduced in the order listed below:**

Federal Leader/Supervisor/Manager of the Year  
Federal Employee of the Year (Professional, Administrative, Technical)  
Federal Employee of the Year (Clerical and Assistant)  
Federal Employee of the Year (Trades and Crafts)



Exceptional Community Service

Mentor of the Year

Team Excellence

- a. At approximately 2:15 p.m., you will be directed by a host/hostess to move to the Awardee Line-Up Area beginning with **Leader/Supervisor/Manager of the Year and Professional, Administrative, Technical Employee of the year** categories. *Ensure you are wearing your assigned "lanyard badge" for line-up purposes.*
- b. Once lined up according to category, a host/hostess will issue your certificate, collect lanyard badge and escort you to the stage.
- c. Please pay attention and know the sequence of your category. Directions in "a." above remain the same for all categories

#### 4. Accepting Award:

- a. When the emcee announces your name, step onto the stage, move to the center of the stage and greet presenter, proceed to the photo position behind the presenter and take direction from the Stage Manager.
- b. Awardees will remain on stage until all awardees in the category are introduced. (A Stage Manager will be on the stage to help direct you.)
- c. After the last selectee in the category is introduced and joins the line, the emcee will call for a round of applause, pictures will be taken, then take the queue of the Stage Manager as the entire group will leave the stage.

**5. Unavailable to Accept Award:** If you are the recipient of an individual award and won't be available, please have your agency send a representative.

**6. Uniform:** The uniform for military awardees is Summer White or Service Uniform - black trousers/khaki shirt (Navy); Tropical Blue (Coast Guard); Summer Service C (Marine Corps); Army Service Uniform, Class B w/ awards decorations (Army); and Short Sleeve Blues (Air Force). Dress for civilians is office or aloha attire.

If you have any questions about the ceremony, please call the FEB office at 541-2637 or email [wilmeica.monroe@navy.mil](mailto:wilmeica.monroe@navy.mil)